

Ordinances.

CHAPTER I. ORDINANCES.

Be it ordained by the Board of Town Trustees of the town of Cerrillos:

Sec. 1. That the style of all ordinances shall be "Be it ordained by the board of trustees of the town of Cerrillos."

Sec. 2. All ordinances passed by the board of trustees shall be recorded in a book kept for that purpose, and be authenticated by the signatures of the chairman and clerk of the board of town trustees, and shall be published in some newspaper of general circulation published in the town and due proof of such publication by the affidavit of the printer or publisher of such newspaper shall be provided and filed with the town clerk or written or attested upon the face of the record of said ordinances.

Sec. 3. All ordinances so published shall take effect and be in force at the expiration of five days after the publication thereof, and the book of ordinances compiled and published by and under the authority of the board of trustees shall be taken in all courts as prima facie evidence that such ordinances have been published as provided herein.

Sec. 4. Whenever in any ordinance the doing of any act or the omission to do any act or duty is declared to be a breach thereof, and there shall be no fine or penalty declared for such breach, any person who shall be convicted thereunder shall be adjudged to pay a fine of not less than one dollar nor more than one hundred dollars or by imprisonment in the town prison for a term of not more than ninety days.

Sec. 5. Whenever any power shall be vested in the chairman of the board of trustees, or he shall be required to do any act or perform any executive function, it shall be in his absence, the duty of the presiding officer for the time being to exercise such power and perform such act or executive function.

TOWN SEAL.

Sec. 6. A seal shall be adopted, the impression of which shall be as follows in the center the word "SEAL" and surrounding such word, in a circle, the words "Town of Cerrillos, N. M., Organized August 29th 1891."

Sec. 7. The seal of the town shall be affixed to all transcripts, orders, certificates and other documents which it may be necessary and proper to authenticate under the provisions of the town ordinances.

Approved: W. E. DAME

Seal, chairman board of trustees
Attest: of the town of Cerrillos.
C. A. Whited, clerk.

CHAPTER II.

TOWN OFFICERS—DUTIES AND POWERS.

Be it ordained by the board of trustees of the town of Cerrillos:

Sec. 1. That each and every officer of the town of Cerrillos whether elected or appointed shall before entering upon the duties of his office take and subscribe an oath that he will well and truly perform the duties of his office to the best of his skill and ability and that he will support the constitution of the United States and the laws of the Territory of New Mexico. Said oath to be in the form prescribed by law.

Sec. 2. The officers of said town shall be five trustees, marshal, clerk, police judge treasurer and street commissioner.

The treasurer shall be elected by the board of trustees to hold office until the next annual election of town officers when a treasurer shall be elected as provided for the election of other officers; and the treasurer shall be ex-officio collector of taxes for the town of Cerrillos.

Sec. 3. The officers hereinafter mentioned shall, before entering upon the duties of their respective offices execute bonds to the town of Cerrillos with securities to be approved by the board of trustees conditioned that they will faithfully perform the duties of their respective offices, and that they will when they vacate their respective offices, surrender and turn over to their successors, all moneys, books, papers, property and other things in their custody or control be-

longing to the town. The penalties of the bonds, as required by this section, shall be as follows: For marshal \$500, clerk \$500, treasurer \$1000, street commissioner \$500. Said bonds shall be filed with the chairman of the board of trustees and by him kept and preserved in some secure place, subject, however, at all times, to the inspection of the board of trustees and that of any taxpayer who shall desire to examine the same.

Sec. 4. The several town officers and appointees shall do and perform such duties and render such services, as pertain to their respective offices, as may be required of them by the board of trustees until such time as ordinance may be duly passed specifically defining their respective duties.

Sec. 5. The marshal, clerk, and town officers receiving any money belonging to the town of Cerrillos shall before six o'clock p. m. on each day pay over to the treasurer all moneys then in their hands unless otherwise especially provided by ordinance, and take his receipt therefor specifying date of payment and on what account paid.

Sec. 6. All said Town officers shall at the end of each month, and oftener if required, make to the Board of Trustees a report of all moneys received by them, and on what account received and of their daily payments to the treasurer.

Sec. 7. The treasurer shall at 3 o'clock p. m. on each Saturday, and oftener whenever the amount in his hands reaches the sum of one hundred dollars, deposit in bank all moneys then in his hands belonging to the town of Cerrillos and the account thereof shall be inscribed as with the treasurer of the town of Cerrillos.

Sec. 8. Violations of the three foregoing sections shall subject the officer to immediate removal from office by the Board of Town Trustees who shall declare said office vacant, and appoint his successor who shall hold his office the remainder of the term unexpired of such officer removed.

TOWN CLERK.

Sec. 9. It shall be the duty of the Town clerk to record all the proceedings of the Board of Trustees in a book or books provided for that purpose. He shall countersign all warrants drawn on the treasury under the town seal. He shall make out all licenses authorized by the ordinances of the town and countersign the same under the town seal; and before issuing any license or warrant, shall present the same to the chairman of the board of trustees for his signature and approval. No license shall be issued under any ordinance of the town until the fees shall have been paid by the party making application therefor. He shall keep a full and complete record of all warrants and licenses issued, with the names of the parties in whose favor they are drawn, including dates, amounts, and numbers and purpose for which given, and shall on the first day of each month or as near thereafter as the same can be completed, and at such other times as the trustees may require, prepare a full and complete report of all warrants and licenses issued, also of all moneys collected belonging to the town, submitting with said report all vouchers for moneys turned over to town treasurer and of all other transactions of his said office during the month last preceeding the said report, and shall submit the same to the board of trustees at its first regular meeting in each and every month.

Sec. 10. The town clerk shall be keeper of the town seal and shall affix it to all instruments which are required to be attested by the town seal; he shall have custody of and safely keep all records and documents of the town, except as otherwise provided by law.

TOWN TREASURER.

Sec. 11. The town treasurer's duties shall be such as are prescribed by the statutes of the territory.

[Continued on opp. page.]

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